

**FIRE TRAINING OFFICER
STUDY GUIDE**

A written examination for the class of **FIRE TRAINING OFFICER** to be administered in **OUACHITA F.P.D. #1 on DECEMBER 16, 2014**, will consist of approximately 100 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TRAINING Knowledge of the procedures for evaluating the training needs of the department and for implementing an effective training program, including serving as an instructor.	21.0%
FIREGROUND OPERATIONS Knowledge of fireground operations sufficient to train department personnel in areas of fire fighting, forcible entry, fire streams, pump operations, including driving fire equipment, ventilation, salvage and overhaul, rescue, fire attack, and hazardous materials.	25.0%
TOOLS AND EQUIPMENT Knowledge of the care, operation, and correct uses of all fire department tools and equipment in order to train department employees in the use of these, including the following: protective breathing apparatus, ropes, hoses, ladders, extinguishers.	22.0%
FIRE PREVENTION AND INVESTIGATION Knowledge of fire prevention and inspection procedures sufficient to train departmental employees in performing fire inspections and investigations, and the collection of information for pre-fire planning.	14.0%
MANAGING EQUIPMENT AND SUPPLIES Knowledge of the procedures required to inspect apparatus and equipment for accidental prevention devices, and to research the best method of handling specific fire department tasks, such as testing fire hydrants. Knowledge of departmental practices and procedures used to purchase equipment and supplies, including maintaining an inventory of equipment and supplies, and the distribution of inventory.	7.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with other agencies, and the public.	11.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.
Fire and Emergency Services Instructor, 7th ed., 2006.
Pumping Apparatus Driver/Operator, 2nd ed., 2006.
Fire Hose Practices, 8th ed., 2004.
Fire Inspection and Code Enforcement, 6th ed., 1998.
Respiratory Protection for Fire and Emergency Services, 1st ed., 2002.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

NFPA INSPECTION MANUAL, NFPA, 7th ed., 1994.

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 4th ed., 2008.

OTHER RECOMMENDED PUBLICATIONS:

KIRK'S FIRE INVESTIGATION, Brady, A Prentice-Hall Division, Englewood Cliffs, New Jersey, 07632, 5th ed., 2002.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.